HANDLING TAPPAL

TAPPAL

REGISTRY

CURRENT
398400

Edition No.1
2019

SECRETARIAT OFFICE MANUAL SERIES

HANDLING TAPPAL

Edition No.1
2019

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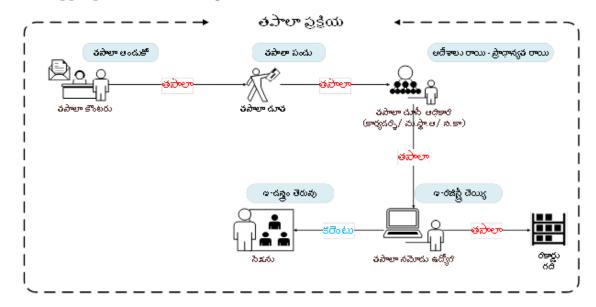Phone: 0863-2441530
www.gad.ap.gov.in

Contents

1 TAPPAL PROCESS

(1) Tappal is an unregistered inward communication. All the tappal are sent to the tappal seeing officer for writing instructions. After the tappal seeing officer records his instructions on the tappal, they pass through the registry. Unimportant tappal are not sent through the registry.

(2) Once the tappal is registered in the registry and issued a number, it is called a current. A current is a registered and numbered inward communication. The currents are then sent to the section for further processing.

(3) The tappal process in brief is given below.

2   DIARY DETAILS

2.1   Type

(1) Government receives the following types of inward communication (a.k.a. tappal), on which action may be required.

(i)	UO note	This consists of secretariat files for consultation, UO notes/ correspondence from secretariat departments, single files from HODs.
(ii)	Letter	Letters may be received by hand or post or courier or as an email attachment.
(iii)	Short Message Service (SMS) text	SMS text may be received through mobile or data connection.
(iv)	Email	Text is directly written as a body in the email and not as an attachment.
(v)	Fax	This is similar to a letter copy sent as an email attachment.
(vi)	Cover	Closed or by name.
(vii)	Packet	Ordinary or by name.
(viii)	Wireless message	Ordinary or in cipher.
(ix)	Proceedings	Government order or office order or proceedings of head of department where action may be required in the receiving department.
(x)	Office Memorandum	
(xi)	Circular Memo	
(xii)	Minutes	
(xiii)	Invoice	
(xiv)	Bill	

(2) The inward communication may be papers, articles or electronic data.

2.2   Priority Marking

(1) Ordinary (< 5 days)

(2) Urgent (< 3 days)

(3) Immediate (< 24 hours)

(4) Fixed Date (Indicate Date)

2.3   Security Classification

(1) None

(2) Confidential

(3) Secret

(4) Top Secret

2.4   Delivery Mode

(1) By email

(2) E-office file

(3) By post

(4) By registered post

(5) By speed post

(6) By courier

(7) By hand

(8) By special messenger

(9) Self generated

2.5   Very Important Person (VIP) communication

(1) Presidents Secretariat

(2) Vice Presidents Secretariat

(3) Prime Ministers Office

(4) Union Minister

(5) Secretary, GoI

(6) Governor's Office

(7) Chief Ministers Office

(8) State Cabinet Minister

(9) Assembly Speaker

(10) Council Chairman

(11) Chief Secretary

(12) Secretary, GoAP

(13) Member of Parliament

(14) Member of Legislative Assembly

(15) Member of Legislative Council

3 CONTACT DETAILS

3.1 Ministries

(1) Ministries of GoI as notified in Second Schedule of Allocation of Business Rules (See cabsec.gov.in).

(2) Secretariat Departments of GoAP (See AP Business Rules).

3.2 Secretariat Departments

Under each Secretariat Department, the department should be indicated.

(1) Heads of Departments of GoAP (See AP Business Rules for the list)

(2) Autonomous Organisations of GoAP (See AP Business Rules for the list)

4   CATEGORY

Incoming tappal are put in the following categories.

Category	Sub Category
Functional matters	Policy
	Resource
	Financial Stakeholder opinion
	Head of the Department
	Key Performance Indicators
	Action Taken Report
	Review
	Other matters
Statutory matters	Vigilance maters
	Legislative matters
	Court matters
	Audit matters
	Right to Information
	Public Grievances
Office Procedure	Office Establishment
	Office Management
	Claims
	Periodical Reports
	Registers
	E-office
	Media Communication
Budget	Budget Estimates
	Number Statements
	Supplementary Grants
	Additional Funds
	Reappropriation
	Quarterly Relaxation
	Surrender
	Further Continuation
	Reconciliation

Payments	Pay and Allowances
	Office Expenses
	Protocol and Hospitality
	Permanent Advance
	Income Tax
	Missing Credits
	Wages
	Travelling Allowance
	Rents
	Publications
	POL
	Motor Vehicles
	Professional Services
	Other Contractual Services
	Grants-in-Aid

5   TAPPAL DISTRIBUTION

5.1   Receipt

(1) Receive all electronic tappal through the notified official tappal e-mail.

(2) There should be at least one round-the-clock counter for receiving physical tappal in the GAD in Secretariat.

(3) Following are the timings of receipt of inward communication.

Time	Who receives
Working hours on working days	Tappal in-charge
• 10.30 a.m. to 4.30 p.m. on holidays • Close of office hours till 6.30 p.m. on working days	Turn duty assistant

5.2   Acknowledgement

(1) Tappal in-charge will issue acknowledgement for physical tappal.

(2) No acknowledgement is needed for tappal received in the official e-mail address.

(3) Use dedicated petition handling portals for large scale petitions.

5.3   Stamping

The stamp on physical inward communications will have the following fields.

(1) Sent from department of:

(2) Numbering required: □ Yes □ No

(3) Date:

(4) Priority: □ Immediate □ Urgent □ Fixed Date: −−−−−−−− □ Ordinary

(5) AS:

(6) Section:

(7) Department concerned:

(8) Type: □ Papers □ Article

(9) E-office receipt number:

(10) Sign of tappal in-charge:

Note: e-Office receipt number is filled by diarist in ink before sending physical tappal to record room. e-Office generates the registry number automatically upon receipt (unique receipt numbers are assigned to the tappal received in a department during a calendar year).

5.4   Sorting

(1) Segregate

    (i) By name

    (ii) Secret or Strictly Confidential

    (iii) Important

    (iv) Ordinary

    (v) Unimportant

(2) Sort the tappal department-wise and section wise.

5.5   Distribution

(1) Distribute the tappal as follows.

Category	Description	Distribution
By name	Communications addressed to officers by name	• Send to officers concerned • If marked 'URGENT', personal staff to open.
Urgent	Communications marked 'URGENT'	• Send to Secretary/ MLO/ AS immediately • Personal staff of officer to send to section the same day
Secret or Strictly Confidential	Communications addressed to Chief Secretary/Secretary and marked 'SECRET' or 'TOP SECRET'	Send to Secretary/ MLO

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Important	Ex. Communication from APPSC, GoI, other State Governments/ Legislatures, foreign embassies/ consulates, vigilance / disciplinary action papers relating to Group I and II officers, important judgements/ court orders, D.O. letters from senior officers of GoI/ other State Governments/ members of state legislature or parliament, files endorsed by CM/CS/Minister.	Send to Secretary/ MLO
Other communications		Send to section

(2) The treatment of different types of tappal is as follows.

Type	Treatment of tappal
(i) Cover	
Enclosures with valuables such as money, cheques etc.:	Deliver to Section Head concerned under acknowledgement who in turn will hand over to Section Head in-charge of claims. Maintain Valuables Register in Form T.2.
'URGENT' marked covers:	Personal staff or Section Head to open.
(ii) Articles, registered or un-registered:	Transmit to whom addressed.
(iii) Packets	Transmit to the section concerned.
(iv) emails/ Electronic data	Forward to the section officer concerned with copy sent to supervising officers (AS/MLO/ Secretary). Send the mails only to their e-Office email addresses and NOT their private email addresses.
(v) Wireless message	Transmit to Tappal Seeing Officer

(vi) Important physical papers	Send important papers to the section concerned after numbering i.e. converting to a current.
(vii) Unimportant physical papers	Don't register unimportant papers (ex: telephonic calls from officers for papers, enclosures, tour programs, spare copies of Government orders or memos/ proceedings of head of departments where no action is needed at department level etc.). Transmit them directly to the section.

6   TAPPAL SEEING OFFICERS

తపాల చూసే
అధికారమున్న
వారు
(Tappal
Seeing
Officer)

సెక్రటరీ

మధ్య స్థాయి
అధికారి (MLO)

అసిస్టెంట్ సెక్రటరీ

తపాల
అందుకుని
పంపిణీ చేసే
అధికారం
వున్న వారు

తపాల ఇన్-చార్జీ

తపాల
సహాయకుడు
(Turn duty
assistant)

మోటారు సైకిల్
దూత

	Functionary	Role
Tappal Section	Tappal Supervisor	•Role is played by AS in charge of the Office Procedure Branch •Supervise opening of tappal •Transfer mis-sent papers to departments concerned within 24 hours
	Tappal in-charge	•Role is played by a Section Head of Office Procedure •Receive and acknowledge tappal •Open and sort tappal •Distribute the tappal •Distribut URGENT tappal on the same day •Maintain the following on desktop of your computer: (i) up-to-date list of addresses of Minister and Officers and their updated official mail IDs. (ii) up-to-date list of distribution of subjects among the sections in the Department, and updated official mail ID's. (iii) Instructions of Secretary
	Diarist	•Role is played by any staff of section •Scan, upload and forward the tappal to the section head concerned with copy to his AS •Send physical copy to record room/ Central Record Branch •Generate Section Distribution Register in e-office in the Form 1 below. •Generate a register for registered/ postal articles in e-office in Form 2 below.
	Turn Duty Assistant	•Role is played by a Section Head •Perform the role of Tappal in-charge outside office hours

	Tappal messenger	•Deliver/ collect the physical tappal as directed
Tappal Seeing Officer	Officer	•Role is played by Secretary/ MLO/ AS •Authorised to see the tappal and write instructions on the tappal. As takes important tappal to his superior and obtains specific instructions. As also sees tappal in the absence of Secretary or MLO. •Copy important communication up the hierarchy to CS, Minister, CM and Governor (Ex: Letters from PM or Union Ministers) •Write the priority marking on the tappal •Stamp the tappal •Distribute tappal among sections
	AS	•Distribute tappal among your sections. •Take important papers to your MLO/ Secretary and obtain specific instructions •See simple communications/ cases delegated to you and write instructions •See tappal during absence of Secretary/ MLO
	MLO	•See cases where powers are delegated by Secretary •See cases in absence of Secretary
	Secretary	•See important communications
	PS/ PA in peshi	•Obtain endorsement and priority marking on the tappal from your officer •Send the tappal (physical copies/ emails/ SMS) to the tappal in-charge. •If directed, directly scan tappal into e-office and forward to MLO/ As/ Section Head concerned.

		•In the absence of your officer, forward important communication to the MLO/ AS concerned.
Section Head concerned		•Receive and distribute tappal among your staff •Attend to papers as per priority marking. Mark priority if not already done by your supervisory officer. •Put up important papers immediately. Maintain notes on action on important papers received. •Transfer mis-sent papers to section concerned within 24 hours.

7 REGISTRATION

7.1 Current

After the tappal are received by the section, they are registered in the e-Office and issued a current number (receipt number).

7.2 Treatment

The treatment of different types of tappal is given below.

Type	Treatment of tappal
(i) UO notes	
Note from Minister or Officer:	Take as receipt in e-Office (convert to current).
Single file:	Received directly in e-Office. If shadow file is opened take as receipt in e-Office
Files for consultation:	Received directly in e-Office
(ii) Letter	Take as receipt in e-Office (convert to current).
(iii) Short Message Service (SMS) text	Convert to PDF with details (sender name, phone number, date and time of SMS) and take as e-Office receipt.
(iv) Email	Convert to PDF with details (sender name, email, date and time of receipt) and take as e-Office receipt
(v) Fax/ Wireless	Take as receipt in e-Office (convert to current).
(vi) Physical papers Convert physical papers where action is needed to an e-Office current.	Send all physical papers to record room.

7.3 Title

Select the title heads correctly under the functional filing system. Write the short title (title proper) as briefly as possible, just sufficient to convey generally the subject of the paper, e.g., 'Land acquisition, Anantapur District'.

7.4 Abbreviated designations

Use the abbreviated designations mentioned in Appendix A attached for official communication. In the case of a letter or petition from a non-official, enter the name of the writer and his brief address.

7.5   Originating officer's designation

If a current is submitted to Government by one officer through one or more other officers, enter the designation of the officer from whom it originated with the number and date of his communication.

7.6   Linking new and old currents

Link the new current numbers of replies to references previously issued and papers which have to be filled with old cases with the old current numbers.

8 REPORTS

8.1 Section Distribution Register

Current number	Section to which assigned (where e-file is initiated)
(1)	(2)

8.2 Postal Article Register

Serial number	Nature of article	From whom received	Section to which assigned	Current number	Signature of Section head to whom assigned
(1)	(2)	(3)	(4)	(5)	(6)

9   ABBREVIATIONS

Category	In Full	Abbreviation
General	Account	Acct
	Additional	Addl
	Agriculture	Agri
	All right	OK
	Article	Art
	Authorized Medical Attendant	AMA
	Autonomous Organisation	AO
	Board's Proceedings	BP
	Budget Estimates	BE
	Business Advisory Committee	BAC
	Call Book	CB
	Cantonment	Cantt
	Central Bureau of Investigation	CBI
	Central Record Branch	CRB
	Civil Miscellaneous Petition	CMP
	Clause	Cl
	Co operation	Coop
	Command Area Development	CAD
	Court's Proceedings	CP
	Covering Letter or Casual Leave	CL
	Criminal Investigation Department	CID
	Current Number	C No
	Daily Allowance or Dearness Allowance	DA
	Demi Official	DO
	Department	Dept
	Deputy	Dy
	District	Dist
	District Court	D Ct
	District Treasury Office	DTO
	Division	Dvn
	Divisional	Dvl
	Education	Edn
	Email	Email
	Employees' Provident Fund	EPF
	Engineering	Engg

	Errors and Omissions Excepted	E&OE
	Etcetera	Etc
	Extraordinary Leave	EoL
	Fair Copy	FC
	Family Benefit Fund	FBF
	Final Disposal	FD
	Forest	For
	Gazette	Gz
	Gazette Extraordinary	GzX
	General	Genl
	General Post Office	GPO
	Government	Govt
	Government Agent	GA
	Government of India	GoI
	Government Order	GO
	Government Pleader	GP
	Governor	Govr
	Grade	Gr
	Head of the Department	HoD
	Head Office	HO
	Head Post Office	HPO
	Headquarters	Hqrs
	His Excellency	HE
	Indian Administrative Service	IAS
	Indian Forest Service/Indian Foreign Service	IFS
	Indian Police Service	IPS
	Indian Radio Telegrams	IRT
	Industries	Ind
	Instant Message	IM
	Institutional Finance	IF
	Integrated Tribal Development Agency	ITDA
	Junior	Jr
	Junior Administrative Grade	JAG
	Land Administration/ Local Administration	LA
	Land Records	LRds
	Land Revenue	LR

	Last Pay Certificate	LPC
	Late Permission	LP
	Leave Salary	LS
	Letter	Lr
	Letter Manuscript	LrMs
	Lie Over/Local Office	LO
	Linked File	LF
	Local Fund Audit	LFA
	Magisterial	Mgl
	Mail Transfer	MT
	Managing Director	MD
	Manuscript	Ms
	Medical	Medl
	Medical Certificate	MC
	Medical Leave	ML
	Medical Reimbursement Bill	MRB
	Member	Mem
	Memorandum	Memo
	Military	Mily
	Ministry	Min
	Municipal	Mpl
	Municipal Council	Mpl Cou
	National Cadet Corps	NCC
	National Highways	NH
	National Savings Certificate	NSC
	No Objection Certificate	NOC
	No Report	NR
	Non Drawal Certificate	NDC
	Notification	Notn
	Office Copy or Office Currents	OC
	Office Note	ON
	Office Order	OO
	Official Memorandum	OM
	Officiating Pay or Office Paper or Office OP Procedure or Office Proceedings	OP
	One Man Commission	OMC
	Other Duty	OD

	Over time	OT
	Pension Payment Order	PPO
	Periodical	Pdl
	Personal Assistant/Permanent Advance	PA
	Personal File	PF
	Personal Pay	PP
	Personal Register	PR
	Police	Pol
	Postal Life Insurance	PLI
	Printing	P
	Privilege	Priv
	Probationer	Probr
	Prohibition	Probn
	Public	Pub
	Public Services	PS
	Registered Post with Acknowledgment Due	RPAD
	Registration	Regn
	Regulations	Reg
	Reminder	Rr
	Reminder Diary or Reminder Date	RD
	Reserve Bank of India	RBI
	Restricted Holiday	RH
	Revenue Administration	RA
	Revised Estimate	RE
	Routine	Rt
	Rural Development	RD
	Scheduled Tribe	ST
	Secondary School Certificate	SSC
	Secretariat Department	SD
	Secretariat of Andhra Pradesh Legislature	SAPL
	Secretariat	Sectt
	Section	Sec
	Sectional Notes	SN
	Selection Grade	SG
	Settlement	Stlm
	Short Message Service	SMS

	Spare Copy	SC
	Special	Spl
	State Civil Service	SCS
	Stock File	SF
	Strictly Confidential or Spare Copy or Scheduled Caste	SC
	Subject or Subordinate	Sub
	Supernumerary	Supny
	Survey	Sy
	Temporary	Tempy
	Telegram	Telgm
	Transport	Trp
	Traveling Allowance	TA
	Telephonic Message	TM
	Treasury	Try
	Unofficial	UO
	Writ Appeals	WA
	Writ Petition	WP
Designations	Accountant	Actt
	Accountant General	AG
	Accounts Officer	AccOff
	Administrative Officer	AO
	Advocate General	AG
	Aide de camp	ADC
	Assistant	Asst
	Assistant Accountant General	AAG
	Assistant Accounts Officer	AAO
	Assistant Collector	AC
	Assistant Commissioner of Police	ACP
	Assistant Director	AD
	Assistant Engineer	AE
	Assistant Executive Engineer	AEE
	Assistant Public Prosecutor	APP
	Assistant Secretary	AS
	Assistant Section Officer	ASO
	Assistant Superintendent of Police	ASP
	Chief Secretary	CS

	Chief Electoral Officer	CEO
	Chief Engineer	CE
	Chief Justice	CJ
	Chief Metropolitan Magistrate	CMM
	Chief Minister	CM
	Collector	Collr
	Collector & District Magistrate	CDM
	Commandant	Comdt
	Commander	Comdr
	Commander in chief	CinC
	Commissioner	Commr
	Commissioner of Police	CP
	Comptroller and Auditor General	C&AG
	Conservator of Forest	CF
	Deputy Commissioner	DC
	Deputy Secretary	DS
	Deputy Superintendent of Police	Dy.SP
	Deputy Tahsildar	DT
	Director	Dir
	District	Dist
	District Educational Officer	DEO
	District Magistrate	DM
	District Revenue Officer	DRO
	Divisional Fire Officer	DFO
	Engineer	Engr
	Examiner	Exmr
	Examiner of Accounts	EoA
	Executive Director	ED
	Executive Engineer	EE
	Executive Officer	EO
	General Manager	GM
	General Officer Commanding	GOC
	Government Pleader	GP
	Governor	Govr
	Governor's Secretary	GS
	Head Master	HM
	Inspector	Inspr

	Inspector General	IG
	Inspector General of Police	IGP
	Joint Collector	JC
	Joint Director	JD
	Joint Secretary	JS
	Judge	J
	Judges	JJ
	Junior	Jr
	Lieutenant	Lt
	Lieutenant Colonel	Lt Col
	Magistrate	Magt
	Managing Director	MD
	Mandal Development Officer	MDO
	Member of Legislative Assembly	MLA
	Member of Legislative Council	MLC
	Member of Parliament	MP
	Minister	M
	Office Subordinate	OS
	Officer on Special duty	OSD
	Personal Assistant (Junior Steno, Senior Steno, Special Category & Steno)	PA
	Prime Minister	PM
	Principal Secretary	Prl S
	Private Secretary	PS
	Professor	Prof
	Project Director	PD
	Project Officer	PO
	Public Prosecutor	PP
	Public Relations Officer	PRO
	Registrar	Regr
	Resident Medical Officer	RMO
	Returning Officer	RO
	Revenue Divisional Officer	RDO
	Revenue Inspector	RI
	Secretary	S or Secy
	Secretary to Governor	SG
	Section Officer	SO

	Senior Duty Post of I.A.S. cadre.	SDP
	Special Chief Secretary	Spl CS
	Special Commissioner	Spl Commr
	Special Messenger	SM
	Sub Divisional Magistrate	SDM
	Sub Inspector	SI
	Sub-Collector	SC
	Sub-Divisional Officer	SDO
	Subordinate	Sub
	Superintendent	Supdt
	Superintendent of Police	SP
	Superintending	Supdtg
	Superintending Engineer	SE
	Tahsildar	Tahror T
	Translator	Tr
	Under Secretary	US
Secretariat Departments	Agriculture and Marketing Department	AGC
	Animal Husbandry, Dairy Development and Fisheries Department	AHF
	AP Vigilance Commission	APVC
	Backward Classes Welfare Department	BCW
	Consumer Affairs, Food and Civil Supplies Department	FCS
	Disaster Management Department	RDM
	Elections Department	ELE
	Energy, Infrastructure and Investment Department	ENE
	Environment, Forest, Science and Technology Department	EFS
	Finance Department	FIN
	General Administration Department	GAD
	Health Medical and Family Welfare Department	HMF
	Home Department	HOM
	Housing Department	HOU
	Human Resources Department	HRD

	Industries and Commerce Department	INC
	Information and Public Relations Department	IPR
	Information Technology, Electronics and Communications Department	ITC
	Law Department	LAW
	Minorities Welfare Department	MNW
	Municipal Administration and Urban Development Department	MAU
	Panchayat Raj and Rural Development Department	PRR
	Planning Department	PLG
	Political Department	POLL
	Public Enterprises Department	PBE
	Real Time Governance Department	RTG
	Services Department	SER
	Skill Development Department	SEI
	Social Welfare Department	SOW
	Transport, Roads and Buildings Department	TRB
	Tribal Welfare Department	TW
	Water Resources Department	ICD
	Women, Children, Disabled and Senior Citizens Department	WDC
	Youth Advancement, Tourism and Culture Department	YTC
Heads of Departments	Adult Education	ADE
	Agriculture	AGR
	Andhra Pradesh Bhavan New Delhi	APB
	Animal Husbandry	ANI
	Anti Corruption Bureau	ACB
	Archaeology and Museums	MUS
	Ayush	AYU
	BC Welfare	BCW
	Boilers	BOI
	Civil Supplies	CIS
	Collegiate Education	COL

	Command Area Development Authority	CAD
	Commercial Taxes	CTX
	Cooperation and Cooperative Societies	COO
	Differently Abled, Senior Citizens & transgender	DAS
	Drugs Control Administration	DRG
	Economics and Statistics	ECS
	Electrical Safety	ELS
	Electronics Delivery Services	ESD
	Employment and Training	EAT
	Endowment	END
	Factories	FAC
	Family Welfare	FAM
	Fire Services	FIR
	Fisheries	FIS
	Forest (PCCF)	FOR
	Government Life Insurance	GLI
	Ground Water	GRW
	Handlooms & Textiles	HAT
	Horticulture	HOR
	Industries, Commerce and Export promotion	ICE
	Information and Public Relations	IPR
	Institute of preventive medicine, Food Safety	IPM
	Insurance Medical Services	IMS
	Intermediate Education	INT
	Irrigation (E-in-C)	IRR
	Juvenile Welfare & Correctional Services	JWC
	Labour	LAB
	Legal Metrology	LEM
	Marketing	MAR
	Medical Education	MED
	Mines and Geology	MAG
	Minorities Welfare	MNW
	Municipal Administration	MUA

	National Cadet Corps	NCC
	Oriental Manuscripts	MAN
	Panchayati Raj	PAR
	Panchayati Raj Engineering	PRE
	Pay and Accounts Office	PAO
	Police (DGP)	POL
	Printing and Stationery	PRI
	Prisons & Correctional Services	PCS
	Prohibition and Excise	PEX
	Prosecutions	PRS
	Protocol	PRO
	Public Health	HEA
	Public Health Engineering	PHE
	Public Libraries	LIB
	Publication	PUB
	Registration and Stamps	REG
	Resettlement and Rehabilitation	RAR
	Revenue (CCLA)	LAN
	Roads and Buildings (E-in-C)	RAB
	Rural Development	RDE
	Rural Water Supply Engineering	RWS
	Sainik Welfare	SAI
	School Education	SCH
	Sericulture	SER
	Social Welfare	SCW
	Special Protection Force	SPF
	State Archives	ARC
	State Audit	AUD
	State Ports	POR
	Sugar and Cane	SAC
	Survey Settlements and Land Records	SLR
	Technical Education	TEC
	Town and Country Planning	TCP
	Translations	TRN
	Transport	TRP
	Treasuries & Accounts	TRA
	Tribal Welfare	TRW

	Tribal Welfare Engineering	TWE
	Vigilance and Enforcement Wing	VAE
	Women Development and Child Welfare	WDC
	Works Accounts	WAC
	Youth Services	YOU

GOVERNMENT STRUCTURE

SECRETARIAT INSTRUCTIONS

HANDLING TAPPAL

TITLING & INDEXING

PREPARING FILES

MINISTER'S ORDERS

SPEEDY DISPOSAL

HANDLING SECRET PAPERS

LEGISLATIVE MATTERS

ISSUING ORDERS

OUTWARD TEMPLATES

PRINTING
ముద్రణాలయం

RECORD MANAGEMENT

MEDIA COMMUNICATION

SECRETARIAT ATTENDANCE
కార్యాలయ హాజరు

OFFICE MANAGEMENT
కార్యాలయ నిర్వహణ

PAYMENTS
చెల్లింపులు

BUDGET MANAGEMENT
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PERFORMANCE MONITORING
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CENTRAL RECORD BRANCH
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MANAGING LIBRARY
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GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH